

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-114

OPEN TO:	All Interested Candidates	OPENING DATE: July 18, 2011
POSITION:	Cultural Affairs Specialist , FSN-10; FP-5*	CLOSING DATE: July 31, 2011
POSITION NO:	I-71813	
WORK HOURS:	Full-time; 40 hours/week	
SALARY:	*Not-Ordinarily Resident: US\$52,601 p.a. (Starting salary) (Position Grade: FP-5 to be confirmed by Washington) *Ordinarily Resident: Rs.1,971,957 p.a. (Starting salary) (Position Grade: FSN-10)	

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Cultural Affairs Specialist in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

Incumbent under the supervision of the Cultural Affairs Specialist and Assistant Cultural Affairs Officer (CAAO) the incumbent is one of two employees that creates, manages, and administers the full range of programs involving Americans in Pakistan including the U.S. Speakers Program, Strategic Speakers Initiative (SSI), Target of Opportunity Speakers (TOOP), the U.S. Cultural Envoy Program, art and film exhibitions, cultural performances and the Mission Speakers Program for the Islamabad Consular District. Incumbent will also create and managing special programs including sports initiatives, academic and professional conferences, and workshops.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** University degree (16 years of education) in the social sciences, international relations, education, management or the arts is required.
- 2. EXPERIENCE:** Minimum five years of professional experience in proposal writing, project management, event management and budget management is required.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing English and Urdu are required. Must be able to write in complete, coherent text from the paragraph level to full report level with minimal errors in English grammar, syntax, and spelling. Must demonstrate a functional vocabulary relevant to the position. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have broad knowledge of Pakistan's government structure and Ministries related to culture, education and foreign affairs. Broad knowledge of the arts communities, knowledge of the academic and NGO communities operating in Pakistan is required. Must have general knowledge about U.S. society and culture, and the American education system.
- 5. ABILITIES & SKILLS:** Must have initiative, flexibility, and excellent interpersonal skills. Must be able and willing to travel throughout the Islamabad Consular District for programming and to work some evenings and weekends. Ability to draft reports and to correspond with other offices independently is required. Must have strong computer skills in MS Office, Internet research and Outlook with good typing speed. This may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html. Only short-listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 31, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.